

FEMA TEMPORARY DIRECTIVE TRANSMITTAL

AR-FM-PS-RM

October 10, 2001

01-02(T)

FEMA Office Symbols

1. **Purpose.** This temporary directive transmittal revises the office symbols used to identify FEMA's organizational elements. These office symbols were created based on Director Allbaugh's realignment that was approved on June 17, 2001, and fully implemented Agency-wide effective August 27, 2001.
2. **Applicability and Scope.** This temporary directive is applicable to all organizational elements in headquarters, regions, and field establishments, including disaster field offices.
3. **Supersession.** This transmittal supersedes FEMA Instruction 1010.2, Office Symbols, dated August 14, 2000.
4. **Use of Office Symbols.** Use the office symbols listed in the attachment in the following instances:
 - (1) To identify the originators of communications, administrative issuances, and other documents that require originator identification;
 - (2) To identify the file and distribution copies of official correspondence, records, and other documents that require originator identification;
 - (3) To indicate the originator of intra-agency memorandums; and
 - (4) To indicate the routing of mail.
5. **Point of Contact.** To ensure that the information is accurate and complete, e-mail your comments on or changes to the organizational structures listed in the attachment to Reginald Trujillo, Chief, Program Services and Systems Branch, Facilities Management and Services Division, Administration and Resource Planning Directorate, e-mail address: reggie.trujillo@fema.gov.
6. **Subject Classification.** The final directive will be issued as FEMA Instruction 1010.2, Office Symbols. Comments and changes will be considered and included as appropriate.

Distribution: C(HqBrChiefs) and H(FldBrChiefs)

7. **Expiration Date.** The provisions of this temporary directive transmittal expires December 31, 2001 or until cancelled.

/signed/

Gary E. Crowell
Assistant Director
Administration and Resource Planning
Directorate

Attachment